

M.E. Rinker, Sr. School of Construction Management  
College of Design, Construction, and Planning  
University of Florida

## **BCN 5949 – Graduate Internships** **Variable Credit (1 to 3 Cr. Hrs.)**

Your grade for your internship will be based entirely on your internship report, which will be submitted in two parts:

1. **A draft report.** This has the sole purpose of determining that you are making progress on the report. The content guidelines for this are detailed below.
2. **A final report.** The content guidelines for this are detailed below.

The marks will be distributed as follows:

| Submission              | % Grade | Date  |
|-------------------------|---------|---|
| <b>Draft of report.</b> | 10      | Upload to the Canvas website at least 2 weeks before the last day of classes. |
| <b>Final report.</b>    | 90      | Upload to the Canvas website by the end of the last day of classes.           |

Grades will be primarily awarded for the quality of the content of the paper. However, the clarity of the work and quality of presentation are also important and will represent 10% of the grade for both the draft and final reports. You are expected to make appropriate use of figures, pictures and tables to help illustrate your report. Submissions that are late will be penalized at a rate of 10% per day unless there are mitigating circumstances.

### **INSTRUCTIONS ON SUBMITTING ASSIGNMENTS:**

Online submission of the report requires a single file to be uploaded at the Canvas website, in either MS Word or PDF format. Links to the submission page are provided below.

### **GRADING:**

For S/U grading in this course, a B or better will be awarded an "S" grade, a B- or less will be awarded a "U" grade.

| Letter Grade | % Grade     |
|--------------|-------------|
| A            | $\geq 93.3$ |
| A-           | $\geq 90$   |
| B+           | $\geq 86.7$ |
| B            | $\geq 83.3$ |
| B-           | $\geq 80$   |
| C+           | $\geq 76.7$ |
| C            | $\geq 73.3$ |
| C-           | $\geq 70$   |
| D+           | $\geq 66.7$ |
| D            | $\geq 63.3$ |
| D-           | $\geq 60$   |
| E            | $< 60$      |

## **GENERAL:**

- Students must respect all copyright laws.
- The university honor code will be enforced.

## **LENGTH OF FINAL REPORT:**

Your finished final report (excluding figures, pictures, diagrams, tables, bibliography, footnotes, and appendices) **should be at least:**

- 1,000 words for a 1 credit hour internship
- 2,000 words for a 2 credit hour internship
- 3,000 words for a 3 credit hour internship

## **LAYOUT OF DRAFT AND FINAL REPORT:**

Your paper must be submitted electronically at the Canvas website, as either an MS Word or PDF file, and must have the following layout:

- use 8.5 x 11 inch paper size;
- have 1 inch margins top and bottom and on the sides;
- use single spacing;
- use a 10 point font;
- use Calibri font;
- include a blank line between each paragraph, and do not indent the first word in each paragraph; and
- your report should be word processed and include figures, pictures and tables as appropriate.

## **DRAFT REPORT:**

The first submission is a draft of your report, and should have at least a list of what you plan to discuss within each section of the report. You should follow the content guidelines provided below (except you do not need the Summary for the draft report), and it is recommended that you use the MS Word template also provided below.

[Submit Draft Report](#)

## **FINAL REPORT:**

The second submission should be the finalized report. You should follow the content guidelines provided below, and it is recommended that you use the MS Word template also provided below.

[Submit Final Report](#)

## **CONTENT GUIDELINES:**

Your report must have the content listed below. An MS Word template has been prepared for you that includes the headings and adheres to the required layout:

[Download Template for Internship Report](#)

**BCN 5949 Graduate Internship**  
**{Draft or Final} Report, {1 or 2 or 3} Credit Hours**  
**AN APPROPRIATE TITLE HERE (20 words maximum)**  
by Your Name

**KEYWORDS:**

Keyword One; Keyword Two; Etc.. (8 keywords minimum, 15 keywords maximum).

**SUMMARY:**

The summary is an overview of the content of the report, no more than 300 words (not required for the draft report).

**INTRODUCTION:**

Provide a description of the company where your internship was performed, including:

- the organizational structure of the company and its size
- the type of work performed by the company
- a brief history of the company
- a brief description of the department(s) or division(s) that you worked within

**PROJECT(S):**

Provide details of each of the projects that you worked on, including:

- a description of the project
- your role and responsibilities on the project
- a brief description of any equipment and IT tools you used and their function

**CONCLUSION:**

Your conclusion must cover at least the following:

- what you learned professionally from this internship
- what you learned personally from this internship
- what you learned from the internship that could not have been gained from the classroom
- what you have learned in the classroom (in general terms) that helped you in your internship

**REFERENCES:**

Any references that you cite within your report must be listed in a References section at the end of your report before any Appendices.

**APPENDICES:**

Any large volumes of material that need to be included in your report, but are secondary to the main thrust of your discussion, should be placed in an appendix at the end of your paper.